**Control room - check list – Updated 20 March 2025**

Vision Director is responsible for ensuring this is checked off.

**Pre-service**

* Turn on the monitor in East transept and that it is working
* Check all Ops monitors (from main vision switcher) are working (3)
* 2 control room – Multi view preview(2)
* 1 at the operations area in the church – projection (Multiview)
* Check centre monitor from ATEM extreme, feed to YouTube is working.
* Check PinP preset Top of screen are correct (Up stream Key 1)
* Check lower thirds (DSK1) are correct including the text is correct (come from MP2).
* Check Key 2 if in use
* Check Key 3 if in use.
* Check Key 4 if in use
* Check Super Source (SS) is what is required (there may be more than 1 – check all macros.
* Check with Projection person that the graphics from them fit the SS chosen.
* Check inputs 1-10.
* Check still images are correct.
* Names for the camera operators are correct in the ATEM
* Check tally lights to cameras
* Check all cue start lights are working Piano, Projection, Audio and Control room.
* Check record drive is plugged into the ATEM Mini Extreme
* Ensure correct “streaming key” is loaded into the ATEM Mini Extreme
* Intercoms not being used – volume turned to zero
* Camera 7 (not staffed) is set to what the vision director has requested.
* Check the colour of the picture coming from all the cameras.
* Check camera cards are fitted and sufficient recording time is available(cam 5 & 8 only))
* All Cameras - check for background distractions
* Check locations of Flowers and lectern etc.
* YouTube – control sessions open.
* Ensure that the YouTube is monitoring the advertised link. (laptop)
* All intercoms are working – Including audio and projection
* Check audio to control room from audio mixer.
* Set control room volume
* Check with Audio and Projection that they are ready to start.
* Remind all camera to start internal recording by 9:55am

**Post service check list**

* Turn off recorder (ATEM Extreme)
* Remind camera operators to turn off recording and remove cards.